

CANTERBURY COASTAL PARTNERSHIP MINUTES

of the Headteachers' Meeting held at 8.30am on
Tuesday 14 July 2009 at Community College Whitstable

Present:	Claire Owen ~ Chair	Herne Bay High School
	Helena Sullivan-Tighe	Community College Whitstable
	Steve Charman	Extended Schools Manager
	Sylvia Wilson	Herne CE Infant
	Quentin Roper	Herne CE Junior
	Debra Hines	Joy Lane Primary
	Jean Mosley	Partnership Manager
	Lesley Gallagher	PEP Head
	Dean Jones	Reculver School
	Sue Evans	St Alphege CE Infant
	Liz Leaman	St Mary's Catholic Primary, Chair
	David Hares	Swalecliffe Community Primary
	Sarah Leigh	Westmeads Infants
	Gill Moody	Whitstable Junior School
Visitors:	Chris Easton	CAMHS
Minutes:	Caron Swan	Minute Taker
Apologies:	Michael Liddicoat	Archbishop's School
	Ben Cooper	Briary Primary School
	John White	Hampton Primary
	Jonathan Dunn	Herne Bay Junior School
	Anne Hooker	Herne Bay Infant School
	Lesley Wiles	St Philip Howard Catholic Primary
	Enid Burrows	Whitstable and Seasalter Endowed

Claire welcomed everyone to the meeting.

1. Minutes of the Last Meeting and Matters Arising

Inspector Gordon Etheridge: The group are still waiting for Gordon to send through a list of classroom programmes covered by Linda Ritchie.

It was also noted that Mark Pearson has now replaced Gordon on the LCSP Board.

ACTION:

- *Caron to contact Gordon regarding classroom programmes.*

Sheree McNamee: It was noted that the list of parents Sheree has worked with has not been sent through to Secondary Schools. Steve is to follow up.

ACTION:

- *Steve is to follow up with Sheree about sending the list of parents to schools.*

Lesley Gallagher: Lesley informed the group that the Technicians Group is in hand and will be arranged for the start of the new school year.

ICT Leading Teachers: A meeting has been arranged with Phil Bracegirdle.

Swine Flu: The advice has now changed up to date contacts and information is on TrustWeb. It was noted that the advice that had been given so far has been really good.

Minutes of the last meeting were agreed

2. Chris Easton – CAMHS

Claire welcomed Chris and Jean introduced him to the group. Chris gave a brief run down on his past career, also giving details of how CAMHS has been working. It was noted that changes need to be made especially to the referrals process; this process must balance with emergency referrals.

Chris noted that to improve services early intervention is the key. Concerning this Jean and Chris have already had a conversation about Grosvenor House PRU becoming an outreach venue as many students at the PRU are either on the waiting list for CAMHS or don't attend their appointments.

It is hoped that communications with schools will improve especially with FLOs. Family focus is now a key priority, getting support to and working with families. Chris did state that the waiting list for CAMHS is very long and this is also a priority.

A Health Nurse has been appointed, 2 Staff Nurses are to be recruited and staff hours have been increased, also 4 members of staff are on maternity leave and are due back at the end of the year. A new consultant will be in place by the end of the year.

Chris told the group he is always available if they have any concerns, he also asked the group if they could feedback to help make improvements.

It was noted that CAMHS staff are making referrals to other services, but they need to ensure that there is availability within these services before giving details to parents.

Chris was asked by the group to provide a list of staff members and their contact details with clear lines for referrals. It was noted that it would be useful for Chris to meet with school SENCOs.

Chris was thanked for his time by the group, they found his honesty refreshing and improvements within the service have already been noticed.

ACTION:

- *Chris is to produce a list of staff with clear lines for referrals.*

3. Curriculum, Projects, Ofsted and Schools Update – Lesley Gallagher

Lesley distributed to the group packs containing:

- Canterbury Coastal Partnership Schools PESE Process 2009, pupil concern form
- MFL – Maureen Smith – PEP meeting – July 09
- Canterbury Coastal Partnership Schools Projects/ Groups 2008/9 – Update 10.07.09

Information should have been received by schools on a project called Kindness. Anne understands that this information is also being sent to all relevant groups in the Herne Bay area. Anne is happy to take the lead on this and will speak to HTs at the next meeting.

Lesley asked the group to complete a sheet giving details of any NQT contact details. This sheet was passed round.

Lesley has organised 2 drop in training days for KLZ, Lesley asked the group for 2 schools to host this training. Swalecliffe volunteered to host the training on 30 September 2009 and Herne Infant offered to host on 18 November 2009. This training is aimed at the KLZ technician and the co-ordinator.

Lesley informed the group that Judy Venner would like to organise a Yr R Teachers Network meeting. There was some discussion on the times and dates of this meeting as everyone agreed it would be difficult to release Yr R teachers at 1pm and in the first term. Also some concerns were raised that this meeting did not have a clear agenda. The question as to whether there is any need to have this group was raised as there is already an ITN session in place.

ACTION:

- ***Lesley to feedback to Judy Venner the concerns raised by HTs.***

PESE Invigilation: Lesley referred to the pack and the PESE Pupil Concern Form. Jean noted that she had been contacted by Gaye Raye who stated there could be some legal problems for schools who are KCC paid. Jean has requested something in writing before the term starts in September. It was noted at the Primary Forum that Gravesham do not invigilate at other schools.

ACTION:

- ***Jean to contact Scott Bagshaw and chase information***

PMFL (Primary Modern Foreign Languages): Lesley wanted HTs to note that there is a £2000 under spend due to the poor uptake of training. She asked the group if they would like it to be spent on E-resources or re-running the training? The group decided that re-running the training would be more beneficial. There was some discussion on whether KS1 teachers could attend the training, Lesley is to find out. It was noted that a new teacher is starting in Herne Infants in September and it is hoped she could take the lead on KS1 through a specific KS1 network, if she attends the training she could feed back to other KS1 teachers.

ACTION:

- ***Lesley to contact Gill to find out if Rachael K (Herne Infants) can attend the MFL training.***

Projects/Groups 2008/9 – Update 10.07.09: Lesley updated the group on projects that had recently taken place. The Yr 5 pupils really enjoyed the G & T project and Lesley has written a ‘thank you’ letter to every Herne Bay High student that led a session.

The AHT and DHT group had recently visited a National Leaders of Education (NLE) school in London, it was noted this was a really beneficial visit. HTs would like to do the same, some days and dates were discussed and it was decided that Lesley would email HTs with a selection of dates and times and they could choose.

ACTION:

- *Lesley to organise some dates for HTs to visit a NLE school.*

4. Feedback from the NCSL Conference – Sylvia Wilson

Sylvia had recently attended the NCSL Conference and highly recommended it to the group. She had attended with her senior management team and stated that the conversations this evoked were very useful. Debs stated that she attends every year as part of her Performance Management. It was asked if there was an even representation of Primary and Secondary Heads in attendance. Sylvia believed there was.

A brief version on Steve Munby’s speech from the conference was played to the group.

The next NCSL Conference is to be held on 16 – 18 June 2010.

5. Extended Schools – Steve Charman

Steve thanked the group for their applications for Capital Funding, Whitstable Juniors, St Philip Howard and Herne Infants have all been allocated money.

Steve stated that 100% of schools will be providing the full core offer from September.

There will be more opportunities to apply for funding, details will follow.

ACTION:

- *Steve to send out details for future funding.*

Anthony Deer will be working across 3 schools over the next year, Joy Lane Primary School, Reculver Primary School and Briary Primary School. He is available for additional out reach, if schools are interested please contact Steve.

Steve thanked schools for the feedback already received on the ESCO role.

Jean stated that Adult Education have a lot of money available for family learning which was allocated on a first come basis (information booklet given out to the group).

6. Alternative Curriculum – Jean Mosley

Jean thanked Sue, Jonathan, Claire, Helena and Lesley for all their input at the Board meeting which contributed to this version of the proposal. A copy of Alternative Curriculum Proposal – Phase One was distributed to the group (attached). Jean talked everyone through the document.

It was noted that this proposal is called Phase One and it is hoped that if successful, Phase Two will follow. A questions and answer session followed.

- Senior representatives from schools using the PRU are to form a working party with Gary and the Senior Inclusion Advisor. This group should meet on a monthly basis.
- Strategic group to be placed above the working party who will meet 6 times a year. Group will consist of Jean, Ruth, Peter Byatt, Gary and Headteachers.
- It was noted that this proposal must be evaluated to make it work.
- Peter Byatt will organise any training required.
- Gary is fully on board.
- Vocational programmes have not been included in the current proposal. This will be brought in at a later date.
- There will be non academic sessions to be offered by PRU, counselling/group work and family group work.
- Exclusions must go down for this project to be a success.
- Jean is meeting with City HTs on 15 July 2009.

It was noted that all schools fully support this proposals.

ACTION:

- *Claire and Helena to provide a name of a staff member for the working party*
- *Person spec for Gary is to be sought by Jean*
- *Pupil to adult ration in PRU is to be confirmed in writing*
- *PRU hours are to be confirmed*

7. Partnership Projects and Funding Opportunities – Jean Mosley

Information on funding opportunities had previously been sent to schools. Jean explained this money is available and must be spent by 31 March 2010. These projects must relate to the CYPP for Canterbury Coastal and /or Canterbury City and Country Partnership.

8. Changes to the Education Board membership – Jean Mosley

Last year it was decided by the Board to continue with the Partnership Education Board for another 12 months. That time has now passed and Jean asked the HTs if they wanted it to continue? All HTs agreed the Partnership Education Board would continue.

As Sue is to retire and the next Whitstable school to take a place on the Education Board is Joy Lane Primary, Debs has agreed to join the Education Board in September.

9. Any Other Business:

20 in 12: On 18 September 2009 there will be a repeat of last year's 20in12 games session. This year it will be held at Herne Bay High School. A meeting of 20in12 Co-ordinators is scheduled to take place on 24th September to move the project forward for the forthcoming year.

Claire stated that the 1000 day countdown clock starts in November.

HT Meeting Dates: Next years meeting dates were distributed to the group.

ACTION:

- *Caron to email next years meeting dates to the group*

Goodbyes: The group presented Sue with a bouquet of flowers and Jean thanked Sue for her contribution and dedication for all she has achieved in Whitstable. The group also presented a bouquet to Gill to wish her all the best for her secondment as PEP Head for Thanet 1. Chilton Saint will be Acting HT in Gill's absence.

Debs: Wanted to thank the group for all their advice and support, attendance has improved and Joy Lane have met their targets.

The meeting closed at 11.35am

**The next meeting will be on Thursday 24th September 2009, 8:00 am for 8:30 am at the
Community College Whitstable**